

## SECTION 7. NATIONAL CRIME INFORMATION CENTER (NCIC) [(See MIOG, Part 1, 91-13.4 (7); Part 2, 10-3, 21-14.)]

| NCIC is a computerized index of documented criminal  
| justice information available 24 hours a day, 365 days a year. NCIC  
| is a nationwide system dedicated to serving and supporting local,  
| state, and federal criminal justice agencies in their missions to  
| uphold the law and protect the public. |

\*\*EffDte: 06/10/2002 MCRT#: 1208 Div: D1 Cav: SecCls:

### 7-1 PROPERTY (INCLUDING VEHICLES, LICENSE PLATES, GUNS, ARTICLES, SECURITIES, BOATS AND VEHICLE/BOAT PARTS)

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#### 7-1.1 Inquiry to Determine if Record of Property is on File in NCIC

(1) Ordinarily, an inquiry of an NCIC property file will be made through the terminal located in field office. However, an inquiry may be made through a local agency's terminal when it is more advantageous or convenient. The identifier of the field office for which the inquiry is being made should be used. If the field office makes an inquiry for a local agency, the local agency's identifier should be used.

(2) Where an operational inquiry concerning property results in a valid positive response(s) (hit(s)), contact the originating agency of each record possibly identical with the property in question to confirm the hit(s). Following confirmation with the originating agency(s), a locate message must be transmitted for each record on file which is identical to the property inquired upon. Also, retain original of terminal-produced printout showing inquiry message transmitted and record(s) on file in NCIC in exhibit envelope of substantive case file or other appropriate file.

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#### 7-1.2 Entry of Property Record

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 02-26-2007 BY 60324 AUC BAW/CPB/STP

The case Agent should ensure that a record for each uniquely serialized property item reported stolen in a Bureau case is promptly entered in the appropriate NCIC file by the office covering

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the location where the theft occurred. Timely entry of an article, boat, gun, license plate, vehicle/boat part file, securities, and vehicle file record means as soon as possible once the minimum data required for entry and the record documentation is available. Information about stolen license plates and vehicles should be verified through the appropriate motor vehicle registration files prior to record entry if possible. However, if motor vehicle registration files are not accessible, the record should be entered into NCIC and verification should be completed when the registration files become available. The case Agent should furnish information concerning property to be entered in NCIC to supervisor by one of the following means (Note: NCIC notations should not be made on documents of evidentiary nature.):

(1) Teletype, electronic communication (EC), report or Form FD-71 (complaint form) which sets forth descriptive data concerning item(s) to be entered in NCIC. (See (2) below.)

(a) Supervisor will stamp serial containing entry information with NCIC activity block, check "Entry" on block, initial, and route to terminal operator.

(b) After entering property, terminal operator will initial and date NCIC activity block and record NCIC number in appropriate space. Terminal operator will place a check mark on the NCIC line or stamp "NCIC" on the case file cover, insert NCIC Activity Log (FD-487) as top serial in case file, and place "entry" data on first line of log. Terminal operator will attach serial containing entry information to original of terminal-produced printout showing entry message transmitted, computer's acknowledgment confirming acceptance of entry, and any additional NCIC records relating to the property.

(c) Information Management Assistant will serialize document (form containing entry information, original of terminal-produced printout(s), and any other attached information). He/She will also stamp "NCIC" on case file jacket, insert NCIC Activity Log (FD-487) as top serial in case file, and complete "entry" data on first line of log if not accomplished by terminal operator.

(d) Case Agent will verify accuracy of entry by comparing terminal printout with entry information and initial NCIC activity block on serial containing the entry information; initiate any necessary investigative action with respect to any additional record(s) relating to property in NCIC. Terminal printout is to be filed in substantive case file.

(2) Case Agent will complete one copy of appropriate entry form FD-414, FD-415, or FD-416 in legible hand printing and follow instructions in Section 7-1.2(1)(a) thru (d), above.

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### 7-1.3 Modification of Property Record

| An NCIC property record should be modified as soon as possible following the detection of erroneous data in an existing record or the receipt of data not already stored in the record. |

(1) Supervisor will stamp NCIC activity block on office file copy of communication showing changes, additions, or deletions of identifying data; check "Modify" and initial where appropriate on block; specify what data is to be added, changed, or deleted, e.g., "Add VIN, see p. 3"; "Add model"; and route to terminal operator.

(2) After modifying record, terminal operator will initial, date, and record NCIC number on activity block. Terminal operator may enter "modify" data on NCIC Activity Log. Terminal operator will attach office file copy of communication to original of terminal-produced printout showing modify message transmitted and computer's acknowledgment confirming modification of record.

(3) Information Management|Assistant|will serialize document (office file copy of communication and original terminal-produced printout(s)) and complete "modify" data on NCIC Activity Log (FD-487).

(4) Case Agent will verify proper modification of record by review of terminal printout and initial NCIC activity block on serial containing modify information. Terminal printout is to be filed in substantive case file.

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### 7-1.4 Cancellation of Property Record

When NCIC record is determined to be invalid, or there is no longer a need to be advised if property is recovered, or the case file is destroyed according to established file destruction criteria, the record should be immediately canceled by office having record on file in NCIC.

(1) Supervisor will stamp NCIC activity block on office file copy of communication showing cancellation information, check "Cancel" and initial where appropriate on block, and route to terminal operator.

(2) After cancelling record, terminal operator will initial, date, and record NCIC number on activity block. Terminal operator may enter "cancel" data on NCIC Activity Log. Terminal operator will attach office file copy of communication to original of terminal-produced printout showing cancellation message transmitted and computer's acknowledgment confirming cancellation of record.

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(3) Information Management|Assistant|will serialize document (office file copy of communication and original terminal-produced printout(s)) and will complete "cancel" data on NCIC Activity Log and make slash mark through "NCIC" on file jacket.

(4) Case Agent will verify proper cancellation of record by review of terminal printout and initial NCIC activity block on serial containing cancel information. Terminal printout is to be filed in substantive case file.

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### **7-1.5 Clearance of or Placing of a "Located" in Property Record**

\*\*EffDte: 08/14/1986 MCRT#: 0

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#### **7-1.5.1 Property Recovered in Territory of Office Which Has Record on file in NCIC**

(1) Supervisor will stamp NCIC activity block on office file copy of communication showing property recovered, check "Clear" and initial where appropriate on block, and route to terminal operator. (See MAOP, Part 2, 7-1.5.2 (2)(a).)

(2) Terminal operator will make operational inquiries of NCIC to determine all records on file for property, transmit clear message for office's NCIC record, and place "located" in all other records for property in NCIC. Terminal operator will also initial date, and record NCIC number on NCIC activity block and may enter "clear" data on NCIC Activity Log. Terminal operator will attach office file copy of communication to original of terminal-produced printout showing clear and "located" messages transmitted and computer's acknowledgment confirming clearance of record and acceptance of "located" messages for other records, if any, in NCIC.

(3) Information Management|Assistant|will serialize document (office file copy of communication and original terminal-produced printout(s)), complete "clear" data on NCIC Activity Log (FD-487), and make slash mark through "NCIC" on file jacket. (See MAOP, Part 2, 7-1.5.2 (2)(c).)

(4) Case Agent will verify proper clearance of record and placing of "located" messages in other records in NCIC, if any, by review of terminal printout and will initial NCIC activity block on serial containing recovery information. Terminal printout is to be filed in substantive case file.

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**7-1.5.2 Property Recovered in Territory of Office Other Than One Which Has Record On File In NCIC**

(1) Responsibility of office recovering property:

(a) Supervisor will stamp NCIC activity block on office file copy of communication showing property recovered, check "Locate" and initial where appropriate on block, and route to terminal operator.

(b) Terminal operator will make operational inquiries of NCIC to determine all records on file for property, transmit "located" message for record(s) of property in NCIC. Terminal operator will also initial, date, and record NCIC number on NCIC activity block and attach office file copy of communication to original of terminal-produced printout showing "located" message(s) transmitted and computer's acknowledgment confirming acceptance of "located" message(s) for record(s) in NCIC.

(c) Information Management|Assistant|will serialize document (office file copy of communication and original terminal-produced printout(s)).

(d) Case Agent will verify proper placing of "located" message(s) on record(s) in NCIC by review of terminal printout and will initial NCIC activity block on serial containing "located" information. Terminal printout is to be filed in substantive case file.

(2) Responsibility of office having record on file in NCIC:

(a) Follow instructions in Section 7-1.5.1 (1), above.

(b) Terminal operator will make administrative inquiries of NCIC to determine if all records on file for property have "located" messages, transmit clear message for office's NCIC record and place "located" in all NCIC records for property not having "located" messages. Terminal operator will also initial, date, and record NCIC number on NCIC activity block and may enter "clear" data on NCIC Activity Log (FD-487). Terminal operator will attach office file copy of communication to original of terminal-produced printout showing clear and "located" messages, if any, transmitted and computer's acknowledgment confirming clearance of record and acceptance of "located" messages.

(c) Follow instructions in Section 7-1.5.1 (3), above.

(d) Case Agent will verify proper clearance of

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record and placing of "located" messages, if any, by review of terminal printout and will initial NCIC activity block on serial containing recovery information. Terminal printout is to be filed in substantive case file.

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### **7-1.6 Validation of Property Records**

(1) Every month each office will be furnished a listing of its NCIC property records (validations to be performed on-line after NCIC 2000 becomes operational) in "located" status followed by those in active status. (See Validation Schedule in the NCIC 2000 OPERATING MANUAL, Introduction, Section 3.4.) The field office will receive these listings from the appropriate state control terminal agency. The field office must follow appropriate receipt acknowledgment and certification procedures set forth by the state or metropolitan area control terminal. Validation certification must be completed within state or metropolitan area control terminal agency time frame requirements.

(2) Records in the listing are to be promptly validated for correct content and status. Supervisor will designate personnel to handle validation. Necessary modifications, clears, and cancels are to be promptly made via office's terminal. Where active records do not contain all available information, data should be added by use of a modify message. When validation is complete, reviewer will date and initial NCIC Activity Log (FD-487) in each case file.

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### **7-1.7 Retention Period for Property Records**

Bureau records on file in NCIC property files will be retained in NCIC as specified in the NCIC OPERATING MANUAL. Each office may reenter purged property records if a specific case warrants reentry.

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## **7-2 FUGITIVE**

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## **7-2.1 Inquiry**

(1) Ordinarily, an inquiry of NCIC Wanted Person File will be made through terminal located in field office. However, an inquiry may be made through a local agency's terminal when it is more advantageous or convenient. The identifier of the field office for which the inquiry is being made should be used. If the field office makes an inquiry for a local agency, the local agency's identifier should be used. (Where a check of Bureau fugitive indices and Criminal Justice Information Services Division records is deemed desirable, follow procedures set out in MIOG, Part 2, 14-12, 14-15, and 21-22.)

(2) Where an operational inquiry concerning an individual results in a valid positive response(s) (hit(s)), contact the originating agency of each record possibly identical with the individual in question to confirm the hit(s). Following confirmation with the originating agency(s), a locate message must be transmitted for each record on file which is identical to the individual inquired upon. Also, retain original of terminal-produced printout showing inquiry message transmitted and record(s) on file in NCIC in exhibit envelope, FD-340, FD-340b and/or FD-340c, of substantive case file or other appropriate file.

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## **7-2.2 Entry of Fugitive Record**

\*\*EffDte: 11/24/1989 MCRT#: 0 Div: D1 Cav: SecCls:

### **7-2.2.1 Fugitive Deserter (FUDE), Parole Violator (PV), and Mandatory Release Violator (MRV) (See MIOG, Part 1, 42-6; 2, 21-14.)**

Records for these three types of fugitives are no longer entered in NCIC By FBIHQ. In FUDE cases, FBIHQ will forward the absentee wanted form DA-3835 (Army) or DD-553 (other services) to the field office for NCIC entry and appropriate investigation. Lead offices having an interest in the subject will also receive the appropriate military Request for Investigation forms from FBIHQ. (See MIOG, Part 1, Section 42 and Section 76, for further details.) In PV and MRV matters, warrant information including preformatted NCIC entry data will be transmitted to the field office by electronic communication (EC). NCIC entry should be made immediately (within 24 hours) when: (1) The decision to arrest or authorize arrest has been made; and (2) The decision has been made as to whether and how far to go for extradition. Exceptions to this rule would be if imminent arrest is expected or other clear, identifiable operational reasons would preclude immediate entry (e.g., insufficient descriptive data). Any exceptions to delayed entry in NCIC must be minimized and

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documented. Information from office files may have to be supplemented with data from other sources before adequate descriptive data is available. The following are procedures for entry of FUDE, PV, and MRV records:

(1) Upon receipt of appropriate Request for Investigation form or EC, Information Management Assistant (IMA) must search indices immediately, open a case, and prepare an indices record.

(2) The supervisor will assign the case, stamp NCIC activity block on the form or EC, check "Entry," and initial where appropriate on block. The supervisor will also at this time indicate on the form or EC that an administrative inquiry (message key ZW) on the subject be made to obtain any other NCIC records relating to the fugitive and route to terminal operator.

(3) After entering the FUDE, PV, or MRV record and making an administrative inquiry (message key ZW), the terminal operator will attach the entered record printout and the printout of the administrative inquiry (ZW) with its response to the form or EC. Terminal operator will initial, date, and record NCIC number on activity block. Terminal operator may enter "entry" data on NCIC Activity Log (FD-487).

(4) IMA will serialize document (all attached entry and inquiry printouts) and complete "entry" data on first line of log if not accomplished by terminal operator.

(5) Case Agent will verify accuracy of entry by review of terminal printout, initial NCIC activity block on serial containing entry information, and initiate any necessary investigative action with respect to any additional record(s) in NCIC relating to the fugitive. Terminal printouts are to be filed in substantive case file.

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**| 7-2.2.2 Fugitives (Including Escaped Federal Prisoners (EFP), Probation Violators (PBV), and Bond Default) in all Classifications other than FUDE, PV, and MRV [(See MIOG, Part 2, 21-4.)]**

Case Agent will prepare FD-65. Fugitive must be entered in NCIC prior to submission of FD-65 to FBIHQ if sufficient data for entry is available. Where FD-65 does not show sufficient data for entry of fugitive in NCIC, case Agent must promptly forward FD-65 to FBIHQ and develop sufficient data to enter fugitive at earliest possible time. In these instances, case Agent or supervisor is to place notation substantially as follows on original and office file copy of FD-65, "Not entered in NCIC due to insufficient data." When sufficient data is developed, case Agent should furnish file copy of initial FD-65, which contained insufficient data to enter fugitive in NCIC, and all copies of supplemental FD-65 to supervisor for entry

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process as follows:

(1) Supervisor will review FD-65 to determine if field on FD-65 has been marked to indicate Interstate Identification Index (III) inquiry was conducted, and that data from positive responses, including FBI number and possible aliases and other numerical identifiers, is included on FD-65. Supervisor will stamp NCIC activity block on office file copy of FD-65, check "Entry" and "III," initial where appropriate on block, and route FD-65 to terminal operator. (Writing of NCIC codes on FD-65 to assist in placing subject in NCIC may be done on office file copy.

(2) Terminal operator should utilize name of case Agent requesting III record noting a manual or automated log of requests must be maintained for a minimum of one year. After entering record in NCIC, terminal operator is to: (1) record NCIC number assigned to entry in block labeled "NCIC #" on FD-65; (2) initial and date NCIC activity block and record NCIC number in appropriate

space on block; and (3) attach office file copy of FD-65 to original of terminal-produced printout showing entry message transmitted, computer's acknowledgment confirming acceptance of entry and any additional NCIC record(s) already in NCIC relating to subject.

(3) Information Management Assistant/Clerk will serialize document (office file copy of FD-65, original terminal-produced printout(s), and other attached information), place a check mark on the NCIC line or stamp "NCIC" on the case file cover, insert NCIC Activity Log (FD-487) as top serial in case file and complete "entry" and "III" data on appropriate line of log.

(4) Case Agent will verify accuracy of entry by comparing terminal printout with entry information, initial NCIC activity block on serial containing the entry information, review printout of "III" inquiry, and initiate any necessary investigative action with respect to any additional NCIC record(s) relating to subject. Terminal printouts are to be filed in substantive case file.

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### **7-2.3 Changes in Office of Origin (OO)**

\*\*EffDte: 08/14/1986 MCRT#: 0 Div: D1 Cav: SecCls:

#### **7-2.3.1 All Fugitives Except FUDE, PV, and MRV**

Office where process filed and warrant issued is to maintain record in NCIC for fugitive under its NCIC identifier regardless of change in OO. In an EFP case where subject escapes after conviction and no warrant is issued, the original OO should

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maintain record in NCIC for fugitive under its NCIC identifier regardless of change in OO.

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### **7-2.3.2    FUDE, PV, and MRV Matters**

(1) When FBIHQ authorizes change of OO, new OO is to promptly enter record for subject in NCIC as follows:

(a) Supervisor will stamp NCIC activity block on incoming FBIHQ communication authorizing change of OO; check "Entry," indicate that administrative inquiry (ZW) should be made prior to entry to retrieve former OO's record in NCIC, and initial where appropriate on block; and route communication to terminal operator.

(b) After entering record in NCIC, terminal operator is to initial and date NCIC activity block, record NCIC number in appropriate space on block, and attach FBIHQ communication authorizing change in OO to original of terminal-produced printout showing entry message transmitted, computer's acknowledgment confirming acceptance of entry, and any additional NCIC record(s) relating to subject already in NCIC.

(c) Information Management/Assistant will serialize document (FBIHQ communication, original terminal-produced printout(s), and other attached information), place a check mark on the NCIC line or stamp "NCIC" on the case file cover, insert NCIC Activity Log (FD-487) as top serial in case file, and complete "entry" data on first line of log.

(d) Case Agent will verify accuracy of entry by comparing NCIC terminal printout of entry with printout of former OO's NCIC record for subject; initial NCIC activity block on FBIHQ communication authorizing change in OO, and initiate any necessary investigative action with respect to any additional record(s) in NCIC relating to the fugitive. Terminal printouts are to be filed in substantive case file.

(2) Former OO will cancel its NCIC record after determining by administrative inquiry (ZW) that new OO has entered record. Former OO will follow cancellation procedures set forth in Section 7-2.5, below.

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### **7-2.4    Modification of Fugitive Record**

\*\*EffDte: 10/19/1990 MCRT#: 0      Div: D1      Cav:      SecCls:

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### **7-2.4.1 Caution Statements**

(1) Immediately (within 24 hours) modify fugitive's NCIC record to show caution statements where facts substantiate need for such statements subsequent to entry of record in NCIC by OO.

(2) See MIOG, Part II, Section 21, for procedures regarding notifying FBIHQ, interested offices, and local agencies assisting.

\*\*EffDte: 02/14/1997 MCRT#: 626 Div: D1 Cav: SecCls:

### **7-2.4.2 Aliases and Identifying Data (See MIOG, Part 2, 21-14.)**

(1) Within 24 hours modify fugitive's NCIC record to show aliases and changes, additions, or deletions of identifying data developed subsequent to entry of record in NCIC by OO.

(2) See MIOG, Part 2, Section 14, re use of fugitive |electronic communication| (FD-65). See Part 2, Section 10, of this manual, regarding aliases in title of case.

(3) Upon developing new descriptive data regarding a subject, it should be "flagged" for the office having the fugitive's record on file by setting forth a lead to modify NCIC. Wording such as: "Lead: WFO at WFO: Modify NCIC" or "Lead: WFO at WFO: Modify NCIC re new SOC/123456789 and new alias John Doe" can be used.

(4) After the issuance of an identification order, wanted flyer, or circular letter, the number of same, i.e., "I.O. #0000," should be entered into NCIC in the Miscellaneous Field which will serve as an additional flag concerning the individual's dangerous propensities and alert inquirers that an I.O., etc., is readily available.

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### **7-2.4.3 Sources of Data for Modification**

Data for modification of fugitive's NCIC record may be furnished by one of the following means:

- (1) Supplemental FD-65 prepared by case Agent.
- (2) |Electronic communication|

(3) Form 1-374 (transmittal routing slip for identification record)

When an identification record or background information from an identification record is furnished to field by Form 1-374 and is positively identified with a Bureau fugitive, review this data for any necessary modification of fugitive's NCIC record. Add FBI number and NCIC fingerprint classification (if not already shown in record), along with any other pertinent data, to subject's NCIC record.

(4) Deleted

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#### **7-2.4.4 Modification Procedure (See MIOG, Part 2, 21-14.)**

Following is the procedure for modification of a fugitive's NCIC record:

(1) Modification of NCIC records must be made immediately (within 24 hours) following the detection of erroneous data in an existing record, the receipt of data not already stored in the record, or upon receipt by the inputting agency/office of the information prompting the change.

(2) Supervisor will stamp NCIC activity block on office file copy of communication or form showing changes, additions, or deletions of identifying data; check "Modify" and initial where appropriate on block; specify what data is to be added, changed, or deleted; e.g., "Modify NCIC-add aliases" or "Modify NCIC-add Social Security number"; and route to terminal operator.

(3) After modifying record, terminal operator will initial, date, and record NCIC number on activity block. Terminal operator may enter "modify" data on NCIC Activity Log (FD-487). Terminal operator will attach office file copy of communication or form to original of terminal-produced printout showing modify message transmitted and computer's acknowledgment confirming modification of record.

(4) Information Management Assistant will serialize document (office file copy of communication and original terminal-produced printout) and complete "modify" data on NCIC Activity Log.

(5) Case Agent will verify proper modification of record by review of terminal printout and initial NCIC activity block on serial containing modify information. Terminal printout is to be filed in substantive case file.

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### **7-2.5 Cancellation of Fugitive Record (See MAOP, Part 2, 7-2.3.2 (2); MIOG, Part 2, 21-14.)**

NCIC record concerning Bureau fugitive must be immediately (within 24 hours) cancelled by office with record on file when outstanding process is dismissed prior to subject being located/apprehended. (Note: When federal process is dismissed in favor of local prosecution in unlawful flight fugitive matters, fugitive's NCIC record is to be cleared based on apprehension data.) The procedure for cancelling a fugitive record is as follows:

(1) Supervisor will stamp NCIC activity block on office file copy of communication showing cancellation information, check "Cancel" and initial where appropriate on block, and route to terminal operator.

(2) After cancelling record, terminal operator will initial date, and record NCIC number on activity block. Terminal operator may enter "cancel" data on NCIC Activity Log (FD-487). Terminal operator will attach office file copy of communication to original of terminal-produced printout showing cancellation message transmitted and computer's acknowledgment confirming cancellation of record.

(3) Information Management|Assistant|will serialize document (office file copy of communication and original terminal-produced printout), complete "cancel" data on NCIC Activity Log, and make slash mark through "NCIC" on file jacket.

(4) Case Agent will verify proper cancellation of record by review of terminal printout and initial NCIC activity block on serial containing cancel information. Terminal printout is to be filed in substantive case file.

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### **7-2.6 Clearance of or Placing of a "Located" in Fugitive Record**

\*\*EffDte: 08/14/1986 MCRT#: 0 Div: D1 Cav: SecCls:

#### **7-2.6.1 Fugitive Located/Apprehended in Territory of Office Which has Record on File in NCIC**

Responsibility of office having record on file in NCIC is as follows:

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(1) Supervisor will stamp NCIC activity block on office file copy of communication showing fugitive located/apprehended, check "Clear" and initial where appropriate on block, and route to terminal operator. (See MAOP, Part 2, 7-2.6.2 (2)(a).)

(2) Terminal operator will make operational inquiries of NCIC to determine all records on file for fugitive, immediately (within 24 hours) transmit clear message for office's NCIC record, and place "located" in all other records for fugitive in NCIC. Terminal operator will also initial, date, and record NCIC number on NCIC activity block and may enter "clear" data on NCIC Activity Log (FD-487). Terminal operator will attach office file copy of communication to original of terminal-produced printout showing clear and "located" messages transmitted and computer's acknowledgment confirming clearance of record and acceptance of "located" messages for other records, if any, in NCIC.

(3) Information Management|Assistant|will serialize document (office file copy of communication and all original terminal-produced printouts), complete "clear" data on NCIC Activity Log, and make slash mark through "NCIC" on file jacket. (See MAOP, Part 2, 7-2.6.2 (2)(c).)

(4) Case Agent will verify proper clearance of record and placing of "located" messages in other records in NCIC, if any, by review of terminal printout and will initial NCIC activity block on serial containing location/apprehension information. Terminal printout is to be filed in substantive case file.

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### **7-2.6.2 Fugitive Located/Apprehended in Territory of Office Other Than One Which Has Record on File in NCIC**

(1) Responsibility of office locating/apprehending fugitive is as follows:

(a) Supervisor will stamp NCIC activity block on office file copy of communication showing fugitive located/apprehended, check "Locate" and initial where appropriate on block, and route to terminal operator.

(b) Terminal operator will make operational inquiries of NCIC to determine all records on file for fugitive, transmit "located" message for record(s) of fugitive in NCIC. Terminal operator will also initial, date, and record NCIC number on NCIC activity block and attach office file copy of communication to original of terminal-produced printout showing "located" message(s) transmitted and computer's acknowledgment confirming acceptance of "located" message(s) for record(s) in NCIC.

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(c) Information Management|Assistant|will serialize document (office file copy of communication and original terminal-produced printout(s)).

(d) Case Agent will verify proper placing of "located" message(s) on record(s) in NCIC by review of terminal printout and will initial NCIC activity block on serial containing location/apprehension information. Terminal printout is to be filed in substantive case file.

(2) Responsibility of office having record on file in NCIC is as follows:

(a) Follow instructions in Section 7-2.6.1 (1), above.

(b) Terminal operator will make administrative inquiries of NCIC to determine if all records on file for fugitive have "located" messages, immediately (within 24 hours) transmit clear message for office's NCIC record and place "located" in all other NCIC records for fugitive not having "located" messages. Terminal operator will also initial, date, and record NCIC number on NCIC activity block and may enter "clear" data on NCIC Activity Log (FD-487). Terminal operator will attach office file copy of communication to original of terminal-produced printout showing "clear" and "located" messages, if any, transmitted and computer's acknowledgment confirming clearance of record and acceptance of "located" messages.

(c) Follow instructions in Section 7-2.6.1 (3), above.

(d) Case Agent will verify proper clearance of record and placing of "located" messages, if any, by review of terminal printout and will initial NCIC activity block on serial containing location/apprehension information. Terminal printout is to be filed in substantive case file.

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## **7-2.7 Fugitives Located Outside U.S.**

NCIC records should not be cleared or cancelled nor should a "located" be placed against record. NCIC record is to remain active until subject is in Federal custody in the United States, regardless of whether substantive case is in pending or pending-inactive status.

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### **7-2.7.1 Deleted**

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### **7-2.7.2 Deleted**

\*\*EffDte: 08/14/1986 MCRT#: 0      Div: D1      Cav:      SecCls:

## **7-2.8 Validation of Fugitive Records**

(1) A portion of all Wanted Person File records are validated every month pursuant to the schedule contained in the NCIC OPERATING MANUAL, Introduction, Section 3.4. Validation means that the originating agency reviews each record to determine: (1) that records which are no longer current have been removed from NCIC; (2) that all records contain all available information; and (3) that all information contained in each record is accurate.

(2) Each field office receiving a validation request from its appropriate control terminal agency should follow appropriate receipt acknowledgment and certification procedures set forth by that agency. Each record in the listing is to be promptly validated. Supervisors will designate personnel to handle validation. Necessary modifications, clears, and cancels are to be made promptly via the office's terminal. When a record does not contain all available information, data should be added by use of a modify message.

(3) On completion of validation, the reviewer will date and initial the NCIC Activity Log (FD-487) in each case file.

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### **| 7-2.8.1 Deleted |**

\*\*EffDte: 11/24/1989 MCRT#: 0      Div: D1      Cav:      SecCls:

### **| 7-2.8.2 Deleted |**

\*\*EffDte: 11/24/1989 MCRT#: 0      Div: D1      Cav:      SecCls:

## **7-2.9 Retention Period for Fugitive Records**

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FBI fugitive records on file in NCIC Wanted Person File will be retained in NCIC as specified in the NCIC OPERATING MANUAL.

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**| 7-2.10 Foreign Fugitive, U.S. Secret Service|Protective, Deported Felon, Convicted Person on Supervised Release, and Convicted Sexual Offender Registry|Files (See MIOG, Part 1, 175-16(5) and Part 2,|16-16.5, 16-16.6,|16-16.8.)**

For inquiries only. For instructions on inquiries and proper handling of positive responses from the Foreign Fugitive File, the U.S. Secret Service Protective|File, the Deported Felon File, Convicted Person on Supervised Release File, and Convicted Sexual Offender Registry File,|see the NCIC|2000|OPERATING MANUAL.

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**7-3 MISSING PERSON**

\*\*EffDte: 11/24/1989 MCRT#: 0      Div: D1      Cav:      SecCls:

**7-3.1 Inquiry**

Where an operational inquiry of the Wanted Person File (message key QW) or of the Vehicle File (message key QV) results in a valid positive response (hit) on a missing person record other than an FBI|kidnapping|victim entry, follow Bureau procedures for handling investigative matters not within FBI jurisdiction. Retain original of terminal-produced printout showing inquiry message transmitted and record(s) on file in NCIC in exhibit envelope,|FD-340, FD-340b and/or FD-340c,|of substantive case file or other appropriate file.

\*\*EffDte: 01/21/2004 MCRT#: 1315 Div: D1      Cav:      SecCls:

**7-3.2 Entry of Missing Person Record**

(1) Field office may enter an NCIC Missing Person File record for the victim in a|kidnapping|case where such entry is deemed beneficial to the case. In such a case, the record should be entered using message key|EMI|(Missing Person - Involuntary). The entry of a missing person record should be made in a timely manner in accordance with NCIC policy. Timely entry of a Missing Person File record means as soon as possible once the minimum data required for entry and the

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appropriate record documentation is available.

(2) Field office may enter a Missing Person File record upon request from an individual provided certain guidelines are followed. (Use Forms FD-626 and FD-630. These forms should be placed in the 79-0 administrative control file after NCIC entry has been made by the field office. These forms are intended for field office use and should not be forwarded to FBIHQ.) (See the MIOG, Part 1, Section 79 and Part 2, 16-16.3.)

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### **7-3.3 Modification, Cancellation, Location, and Clearance of Missing Person Records**

Follow instructions in NCIC OPERATING MANUAL for modification, cancellation, location, and clearance of NCIC Missing Person records. Use NCIC activity block stamp, "NCIC" stamp, and NCIC Activity Log (FD-487) in the same manner as for NCIC property and fugitive record transactions.

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### **7-3.4 Validation of Missing Person Records**

(1) A portion of all Missing Person File records are validated every month pursuant to the schedule contained in the NCIC | 2000 | OPERATING MANUAL, Introduction, Section 3.4. Validation means that the originating agency reviews each record to determine: (1) that records which are no longer current have been removed from NCIC; (2) that all records contain all available information; and (3) that all information contained in each record is accurate.

(2) Each field office receiving a validation request from its appropriate control terminal agency should follow appropriate receipt acknowledgment and certification procedures set forth by that agency. Each record in the listing is to be promptly validated. Supervisors will designate personnel to handle validation. Necessary modifications, clears, and cancels are to be made promptly via the office's terminal. When a record does not contain all available information, data should be added by use of a modify message.

(3) On completion of validation, the reviewer will date and initial the NCIC Activity Log (FD-487) in each case file.

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**| 7-3.4.1 | Deleted|**

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**| 7-3.4.2 | Deleted|**

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**7-3.5      Retention Period for Missing Person Records**

FBI missing person records on file in NCIC Missing Person File will be retained in NCIC as specified in the NCIC Operating Manual.

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**7-4      INTERSTATE IDENTIFICATION INDEX (III)**

\*\*EffDte: 11/24/1989 MCRT#: 0      Div: D1      Cav:      SecCls:

**7-4.1      Inquiry**

(1) The III allows on-line accessibility of criminal arrest records through the use of your NCIC computer terminal. The III maintains index records which contain personal descriptive data of the subject of the criminal history record. The location of the data base(s) which stores the criminal history record is also part of the Index. Records available through the III include: subjects arrested with dates of birth 1956 or later and all individuals arrested for the first time on or after July 1, 1974, regardless of their dates of birth AND SELECTED older records converted to the automated system for certain fugitives and repeat offenders. (See MIOG, Part 2, 10-5.)

(2) Detailed instructions for conducting name searches and record retrievals are set forth in the NCIC OPERATING MANUAL. The state control terminal officer within your state can respond to any questions or problems you might have concerning the operation of your NCIC computer terminal.

(3) All field offices are encouraged to use III in their daily operations.

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(4) If no record is located through the III File, check with the FBI Criminal Justice Information Services Division since it maintains additional records not available through III.

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## 7-5 OTHER SERVICES PROVIDED BY NCIC

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### 7-5.1 Off-Line Search (See MIOG, Part 2, 16-16.1.)

An off-line search (inquiry) is a special query of the NCIC computer for information which cannot be obtained through the use of an on-line inquiry. An off-line search of NCIC data may be conducted and/or coordinated by the state control terminal agency or the Criminal Justice Information Services Division, Programs Support Section, in West Virginia at the request of the case Agent or field supervisor. For more details, see the NCIC pamphlet, "NCIC Off-Line Search."

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### 7-5.2 National Law Enforcement Telecommunications System, Inc. (NLETS)

Criminal Justice Information Services Division, Programs Support Section in West Virginia may be contacted via the NLETS using the identifier DCFBIWAQ9. (See MIOG, Part 2, 16-15 and 16-16.)

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### 7-5.3 Canadian Police Information Centre (CPIC) System (See MIOG, Part II, 16-16.2.)

The CPIC System may be accessed through NLETS. Refer to your State Operating Manual for guidelines to access this database.

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### **7-5.3.1 Canadian Vehicle Index (CVI)**

The CVI will match all NCIC Vehicle and Boat Inquiries against CPIC Vehicle and Boat records. For details, see the NCIC OPERATING MANUAL, Vehicle File.

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### **7-5.4 NCIC Publications List**

NCIC maintains a list of all NCIC publications available. Contact Criminal Justice Information Services Division, Programs Support Section in West Virginia for a copy.

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### **7-5.5 NCIC Policy for Distribution of Criminal Justice Information Services Division Newsletter, NCIC OPERATING MANUAL, and NCIC CODE MANUAL**

The distribution of the above publications will be as follows:

(1) Each field office is furnished two copies of the Criminal Justice Information Services Division Newsletter, unless additional copies are requested. Contact CJIS, Programs Support Section in West Virginia to increase the number of copies furnished.

(2) The distribution of the NCIC CODE MANUAL and NCIC OPERATING MANUAL and subsequent revisions is left to the discretion of the SAC of each office. The SAC should promptly notify CJIS, Programs Support Section in West Virginia of any desired changes to the current amount received by the field office.

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### **7-5.6 Unidentified Person File (See MIOG, Part 2, 16-16.4.)**

For information on the Unidentified Person File, see the NCIC OPERATING MANUAL.

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### 7-5.7    Originating Agency Identifier (ORI) File

The ORI File contains pertinent data on local, county, state, and federal law enforcement and criminal justice agencies nationwide. Refer to the NCIC OPERATING MANUAL for details on accessing this file.

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### 7-5.8    Violent Gang and Terrorist Organization File (VGTOF) (See MIOG, Part 2, 16-16.9.)

The VGTOF is an automated national index of known members and reference information on violent gangs and terrorist organizations. This file is for investigative purposes. For details, see the NCIC OPERATING MANUAL.

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### | 7-5.9    Protection Order File (POF)

|        The POF contains information concerning protection orders  
| issued by both civil and criminal courts. For details, see the NCIC  
| OPERATING MANUAL.

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\*\*\*\*\* END OF REPORT \*\*\*\*\*